



**NAMDEB**  
ON DIAMONDS WE BUILD

# -JOBFINDER- 2014

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- ✓ Reference number of advertisement should be quoted on application;
  - ✓ A comprehensive CV with supporting documentation, inclusive of a valid security clearance permit should be submitted;
  - ✓ Applications from Namdeb employees must be noted by Line Managers.

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- ❖ ONLY SHORTLISTED CANDIDATES WILL BE NOTIFIED OF INTERVIEW RESULTS.
  - ❖ WHEN SUBMITTING CV'S AT HR OFFICES, PLEASE ENSURE THAT CV HAS ALREADY BEEN STAPLED AND COPIES ARE IN HAND. NO COPIES OR STAPLING WILL BE DONE AT HR OFFICE.
  - ❖ NO LATE APPLICATIONS WILL BE ACCEPTED

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To perform defined visual inspections and minor adjustments, and to report obvious defects at Plant start-up, close down and during the course of a shift. Other tasks include clearing spillage and perform related cleaning duties in the designated area.

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- Recognized Grade 10 with English and Mathematics or Science as subjects.
  - Code 08 drivers licence
  - Good communication skills
  - Problem solving skills
  - Innovative and pro-active (self-starter)
  - Safety awareness
  - Previous plant experience will be an advantage

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To control the Metallurgical Treatment Processes in accordance with his/her level of training and qualifying in a specific Operator category (i.e. Cat 1 and Cat 2), to achieve maximum efficient throughput and to minimize delays and losses.

- Recognized Grade 12 with 20 point English, Mathematics or Science as subjects.
- Code 08 driver's license.
- Should have at one year metallurgical experience in the Scrubbing and Crushing section.
- Should be qualified in Outside section (Cat2).
- Good communication skills
- Problem solving skills
- Innovative and pro-active (self-starter)

(Current metallurgical operators with Grade 10 with 24 point English, Mathematics or science and code 08 driver's license may also apply.)

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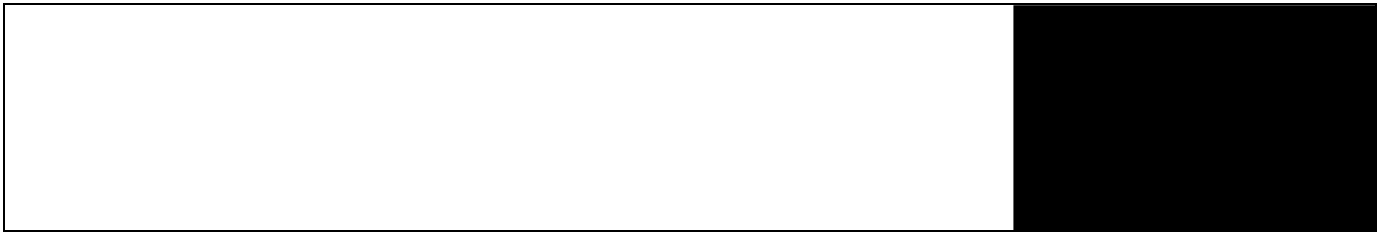
Installation, calibration, repair and maintenance of control gear/instruments. Install, repairs, maintains and adjusts indicating, recording, telemetering and controlling instruments and test equipment, used to control and measure variable such as pressure, flow, temperature motion, force and chemical composition.

- Relevant Trade Diploma / Certificate and N2/N3 with Electronics and Instrumentations
- Recognized Grade 10 Certificate and N2/Level 3 Certificate
- Two years practical post apprenticeship experience in the mining industry, preferably with a sound knowledge of instruments, PLC and SCADA systems
- Valid Code 08 Driver's license
- Ability to interpret technical drawings and schematics
- Self-motivated and willing to work within a dynamic team

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To maintain, build and service all electrical apparatus in designated areas in a safe and efficient manner in accordance with electrical regulations and set procedures, to achieve optimum equipment availability and process efficiency objectives.

- Recognized Grade 10 Certificate
- Relevant Trade Diploma/ Certificate,
- N2/Level 3 Certificate
- Minimum of two years post-apprenticeship experience.
- Code 08 driver's license
- Self-motivated and willing to work within a dynamic team.



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The incumbent will be responsible for assisting the Pump Attendant at the Pumping -section, during the pumping and Bedrock cleaning operations as well as to perform any other related duties as assigned by the Supervisor.

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- Grade 10
- Previous Mining experience in assisting in Mining activities will be treated as added advantage.
- Excellent Safety Awareness and a good track record.
- Incumbent must have good communication skills



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To take and process various routine plant samples, perform metallurgical test work and provide accurate results that effectively contribute to the maintenance and achievement of treatment process and efficiency standards and throughput targets.

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- Grade Twelve with Mathematics.
- Successful completion of Plant Operator Category 1-3 training phases including basic DMS theory, and theoretical and practical Laboratory training. Experience gained through training and exposure to treatment plant processes at the Plant Operator 1-3 level.
- Ability to record data, perform calculations and complete forms.
- Valid code 08 license.
- Good communication skills
- Excellent safety awareness and a good track record

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To provide effective office and administrative services to the Technical Training Section and to co-ordinate all activities related to technical training logistics and the section staff members that contributes to the smooth running of the section.

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- Grade 12
  - Minimum of three (3) years' experience in Clerical and General Office Administrative experience.
  - High level of computer literacy (MS Word, Excel, Outlook). SAP knowledge will be an added advantage.
  - Code 08 Driving license.
  - Excellent/ Strong communication skills (Written & Verbal).
  - Be self-motivated and be able to work as part of a committed team.

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To perform clerical duties of a more technical nature, to ensure that the presentation of information is in a manner which identifies data inconsistencies and promotes their immediate resolution?

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- Grade 12
  - Code 08 Drivers license
  - Two years Planning Clerk experience at a B2 Level with acceptable performance and competencies.
  - Computer literacy will include: Ms Office (Excel; PowerPoint; Word);
  - Knowledge of Namdeb Business System (SAPR/3)
  - Administration skills.
  - Planning, organising and prioritizing skills.
  - Strong Communication skills;
  - Liaison and interpersonal relationships skills at all levels;
  - Applicants should be available for assessments as required

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To provide effective receptionist, administrative and secretarial support to the departments at Windhoek Head Office, that contributes to the smooth running of the departments whilst maintaining the professional image of the company.

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- Grade 12
  - Three (3) years Secretarial and General Office Administration experience.
  - High level of computer literacy (Ms Word, Excel, Outlook).
  - Code 08 Driving license.
  - Strong typing skills.
  - Excellent communication skills.
  - Be self-motivated and be able to work as part of a committed team.

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To perform semi-skilled tasks within the electrical sphere.

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- Recognized Grade 10/Junior certificate with English, Maths & Science
  - N1 certificate or equivalent trade related subjects
  - Vocational Training Phase 3 certificate or equivalent
  - 18 months practical experience at Electrical Assistant C level.
  - Code 08 driver's license
  - Applicants should be prepared to do Namdeb Technical Aptitude Test demonstrating a skill suitable to the position.

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To co-ordinate and control all Earthmoving Rotables throughout Diamond Area No.1. This includes analyzing stock inventories, component replacement trends, refurbishment analysis, maintain master data integrity. Produce reports in order to achieve optimal equipment efficiencies.

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- Recognized Trade Diploma (from preferably Diesel, Petrol Mechanics and Auto Electricians disciplines) with a N2, Grade 10 (English, Maths and Science) or Level 3 Vocational certificate
  - Valid Code 08 Driver's license.
  - Must be computer literate
  - Three years post apprentice experience in a major trade;
  - Results Orientated with strong collaborative skills and the ability to make an immediate and lasting organizational impact;
  - Develop and execute continuous improvement strategies that yield measurable business results;
  - Driving best-practice cultural change;
  - Building process improvement across the organization;
  - Strong Communication skills
  - Provide support (teaching, training and execution of revised processes and procedures);

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To produce the "18 month window" schedules and all other relevant short term plans and reports pertaining to Mining Area Number One.

- Grade 12, with five (5) years in the mining industry at Namdeb, including
- One years' experience at Mine Foreman level.
- Knowledge of Namdeb mining methods and strategies as well as working knowledge of SAP and Excel

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The successful applicant will be responsible for implementing and maintaining a world class asset management system for the respective section.

- The Planner must be a dedicated team player as he will be an integral part of the supervisory team. Knowledge of SAP system, as well as Microsoft Office Packages is essential.
- The following experience and education is required:
- Five years' experience as a Maintenance Artisan, preferably with Supervisory experience.
- A Recognized Trade Diploma with 4 technical theoretical subjects (N3 level) or a Grade 12 with 4 technical theoretical subjects.
- Preference will be given to candidates with a proven track record and supervisory skills. Maintenance management training such as AMIS and RCM II will be an advantage.

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Leads and supports mineral resource management processes, projects and reviews through application of deep specialist knowledge and experience.

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Technical coordinating/translates in depth understanding of the geological and geotechnical landscape to solve technical and operational issues and Analyses key performance data and applies insights to remove barriers and deliver high Performance. Provides geospatial control for the life of mine. Drives compliance with relevant technical standards and legislation.

- Minimum a BSc (Hons) Geology or equivalent post graduate qualification within the respective field.
- Five years' experience in Geo-statistical evaluation of Mineral Resources with a valid Code 08 Driver's license.
- Additional post graduate geo-statistical training, while Marine experience will be advantageous
- Must be registered with the Counsel for Professional Scientists
- Software Knowledge must encompass proficiency in GIS systems and Spatial Analysis packages, Geo-statistical software packages and Microsoft Office (Word, Excel, Access, PowerPoint)

- Sound analytical skills; good communication and computer literacy skills, including presentation and report writing; good stakeholder engagement skills within the organisation/ external institutions;

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To effectively manage all geological functions within the mining area, to ensure an effective geological service to meet Mine Planning, Mining, Treatment and Diamond Production objectives and targets of Namdeb.

The successful applicants must have a sound understanding of the business and will be assigned roles and responsibilities according to the organization's needs and in line with their qualifications and experience

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- B.Sc. Geology (Hons) in Geology, with at least Eight (8) years' experience covering a diverse aspect of geology
  - A sound understanding of Placer Geology, including exposure to production and exploration
  - Proven competency track record with a working knowledge of Mine Business Strategies
  - Must have experience in Mineral Resource Estimation (Competent)
  - Knowledge of Alluvial placer environments will be advantageous as well as other commodities.
  - Strong communication skills and the ability to interact with external consultants, contractors and internal clients.
  - Excellent organizational skills and ability to function well in a multi-disciplinary team will be essential.
  - Sound Knowledge of Mining & Labour legislation

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Responsible for the development and coordination of risk management programmes and ensures that risk management programmes are designed to identify and measure risk by developing and using risk identification and measurement methods such as risk and control self-assessments, loss event database and process flow analysis. In addition make accurate risk mitigating recommendations to implement internal controls, transfer risk e.g. 3rd party insurance or avoid the risk-related business. Collect and analyses risk information and ensures that the organisation is adequately protected against loss.

Further responsibilities include the revision of Namdeb's policies and procedures to strengthen and streamline the control environment. The incumbent will also facilitate and coordinate all risk reporting i.e. the Board Audit Committee as well as external off-mine reporting. Draft reports, including recommendations on proactive management decisions to prevent risk events.

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- B. Com. (Hons) Degree or similar Degree preferably.
  - Chartered Accountant CA (SA) or Certified Internal Auditor (CIA).
  - Eight (8) years post-qualification experience in internal auditing of which at least 2 years at supervisory level.
  - Extensive experience in corporate governance, enterprise risk management and internal controls.
  - Experience at Internal Audit Manager level or Compliance Officer an advantage.
  - Typical competencies for the position are:
    - \**Innovation, Problem Solving and decision-making skills with excellent communication skills,*
    - \**Multi-disciplinary project management skills, Strategic & Long term planning skills*
    - \**Good judgement, analytical skills and leadership and managerial experience*
    - \**Sound understanding and experience of controls, governance and risk management principles*
    - \**Ability to work under pressure and with a diversified portfolio and meet deadline*